

M e m o r a n d u m

Date: January 8, 2010

To: Los Angeles Communications Center
Attention: Captain M. Mielke

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17571.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Los Angeles Communications Center was conducted on October 28, 2008. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property and weapons was completed by the Property Inspector (PI) on December 14, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 673 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 58 items (d) when rounded up to the next whole number.

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	397	58.99%	33.62	34
Telecommunications	233	34.62%	19.73	20
Fleet	0	0.00%	0.00	0
Weapons	43	6.39%	3.64	4
Total	673			58

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 47 of the 58 items were located. Ten items listed on the Area's property list were recently transferred to Information Management Division. The corresponding CHP 266, Credit Memo – Equipment form is attached. The command has identified telecommunications item #R56256 (Hand Held Radio) as a lost item. The corresponding CHP 51, Memorandum, dated April 22, 1997, is attached. Furthermore, the following three of the 47 items inspected require corrections be made to the property records. Property items: #82343, Computer Aided Dispatch, #54582, Radio Vault, and #R61975, Hand Held Radio, need replacement decals due to missing and or obliterated numbers. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 19 of the 19 items inspected reconciled. The property inspection results of the equipment located at the command to the OPI inventory list are summarized in Attachments B, C, and D.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010, verifying all discrepancies have been addressed.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Los Angeles Communications Center

Page 3

January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3162.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Southern Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

Attachment A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
LOS ANGELES COMMUNICATIONS CENTER
DECEMBER 23, 2009**

ATTACHMENT A

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
1	Computer	117552				x		Item transferred to Information Management Division, CHP 266 attached.
2	Computer	121901				x		Item transferred to Information Management Division, CHP 266 attached.
3	Computer	126210				x		Item transferred to Information Management Division, CHP 266 attached.
4	Computer	129525				x		Item transferred to Information Management Division, CHP 266 attached.
5	Computer	129532				x		Item transferred to Information Management Division, CHP 266 attached.
6	Fax Machine	133564				x		Item transferred to Supply Services, CHP 266 attached.
7	CAD Terminal CPU AT 386SX	90954				x		Item transferred to Information Management Division, CHP 266 attached.
8	Cassette Recorder	91458				x		Item transferred to Supply Services, CHP 266 attached.
9	Printer LJ4S1	92395				x		Item transferred to Information Management Division, CHP 266 attached.
10	Monitor	R86173				x		Item transferred to Information Management Division, CHP 266 attached.
11	Portable Radio	R56256	x					Item missing since April 22, 1997. See attached CHP 51 Memorandum.
12	Radio Vault	54582			x			In need of new decal.
13	Computer Aided Dispatch	82343			x			In need of new decal.
14	Hand Held Radio	R61975			x			In need of new decal.

Attachment B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
LOS ANGELES COMMUNICATIONS CENTER

ATTACHMENT B

Property inspection list to equipment

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
1	108942	RECORDER PLAYER CASSETTE	267061	x					
2	117552	COMPUTER	6006CKPNA196		x				Transferred to IMD. See CHP 266
3	121901	COMPUTER	6036DYSZR067		x				Transferred to IMD. See CHP 266
4	125783	COMPUTER	0027782519	x					
5	126210	COMPUTER DESKPRO 5200/2500	6649HWC2P001		x				Transferred to IMD. See CHP 266
6	129365	COMPUTER	0028265174	x					
7	129378	COMPUTER	0028262390	x					
8	129441	COMPUTER	0028262379	x					
9	129465	COMPUTER	0028265117	x					
10	129501	COMPUTER	0028262371	x					
11	129505	COMPUTER	0028262415	x					
12	129506	COMPUTER	0028262400	x					
13	129525	COMPUTER	0028262414		x				Transferred to IMD. See CHP 266
14	129532	COMPUTER	0028262362		x				Transferred to IMD. See CHP 266
15	129604	COMPUTER	0028263900	x					
16	133564	FAX MACHINE	U60298M4J172222		x				Transferred to IMD. See CHP 266
17	135308	COMPUTER	USU4350B71	x					
18	136144	COMPUTER	2UA4460F3X	x					
19	136151	COMPUTER	2UA4460F3T	x					
20	139864	COMPUTER	2UB540024Z	x					

LEGEND

(?) - INSPECTED (N) - NOT INSPECTED (A) - ADDITION (T) - TRANSFER (C) - CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
LOS ANGELES COMMUNICATIONS CENTER**

ATTACHMENT B

Continued - Property inspection list to equipment

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
21 143601	LAPTOP	LVN5663	x					
22 143618	SWITCH	FOC0950ZE3M	x					
23 143800	ROUTER CISCO 7206VXR	72950024	x					
24 160125	COMPUTER	2UA81711S1	x					
25 164815	COMPUTER	MXL8330JHG	x					
26 164821	COMPUTER	MXL8330JHS	x					
27 164831	COMPUTER	MXL8330JFW	x					
28 82343	CUSTOMIZED COMPUTER AIDED DISPATCH		x					
29 90938	CAD TERMINAL CPU AT 386SX	91095634	x					
30 90949	CAD TERMINAL CPU AT 386SX	91095723	x					
31 90954	CAD TERMINAL CPU AT 386SX	91061076		x				Transferred to IMD. See CHP 266
32 91458	CASSETTE RECORDER	2710099279		x				Transferred to IMD. See CHP 266
33 92395	PRINTER LJ4SI P0044H0127	USDB348961		x				Transferred to IMD. See CHP 266
34 98877	PRINTER LASERJET 4+ P0044H4249	USFC302875	x					

LEGEND

(?) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
LOS ANGELES COMMUNICATIONS CENTER**

ATTACHMENT B

Equipment to inventory list

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
1 126209	PRINTER LASERJET 5 SI/MX	USBH105256	x					
2 127467	SWITCH COMPONENT	63092698	x					
3 142384	DVD PLAYER	170K1623	x					
4 148748	SWITCH	FOC1111125BR	x					
5 148941	LAPTOP	L3CA353	x					
6 158384	FAX MACHINE	CHE44900242	x					
7 166350	PRINTER	CNCC9B40Y1	x					
8 87235	COMPUTER MONITOR	00000002607	x					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

Attachment C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
LOS ANGELES COMMUNICATIONS CENTER**

ATTACHMENT C

Property inspection list to equipment

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	SERIAL #	Y	N	A	T	C	OTHER
1	F2330	Air Conditioner			417433	x					
2	F2749	BATTERY/VALIDATIONSYS			2172	x					
3	R100160	Cellular Telephone			07613572984	x					
4	R39141	MISC. ACCTG.				x					
5	R56256	Portable Radio			818476848		x				Missing. See CHP 51
6	R61975	Hand-Held Radio	17600	MM 08-100	402AWUG155	x				x	Needs new property decal.
7	R73086	Analyzer/Conditioner - Radio			331A00444	x					
8	R86173	Monitor			0400408CA						
9	R86196	Monitor			0500009CA	x					Transferred to IMD. See CHP 266
10	R88122	CPU			35529	x					
11	R91016	CPU	#20		BBKYS21	x					
12	R91032	CPU	#16		HMJYS21	x					
13	R91043	CPU	#200		CMJYS21	x					
14	R91058	CPU	TMC-OFC.	Spring St.	4XJYS21	x					
15	R93516	Mobile Radio	JPS Proj.		41200034	x					
16	R98974	CPU			2UA7070C09	x					
17	R98981	CPU			2UA7070C05	x					
18	R99001	CPU			2UA7070CON	x					
19	R99003	CPU			2UA7070C03	x					
20	R99029	SERVER			USE705N3N5	x					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
LOS ANGELES COMMUNICATIONS CENTER**

Equipment to inventory list

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	SERIAL #	Y	N	A	T	C	OTHER
1	R39128	Recorder -Dispatch				x					
2	R60939	Battery Charger - Radio				x					
3	R61516	Hand-Held Radio	11501	MM 08-051	402AWUG081	x					
4	R65318	Hand-Held Radio	14539		402AWY6713	x					
5	R72121	Analyzer/Conditioner - Radio				x					
6	R88125	Recorder -Dispatch			0380031	x					
7	R93187	Mobile Radio	JPS Proj.		60300378	x					
8	R99030	SERVER			USE705N3MZ	x					
9	F2626	Generator			69031	x					
10	F2329	Air Conditioner			417441	x					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

Attachment D

**CALIFORNIA HIGHWAY PATROL
2009 WEAPONS RECORD INSPECTION REPORT
LOS ANGELES COMMUNICATIONS CENTER**

ATTACHMENT D

Weapons inspection list to equipment

Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
4	[REDACTED]					X					

Equipment to weapons list

Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					

Legend:
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

- CHP 266
Credit Memorandum

- CHP 51
Memorandum

CREDIT MEMO - EQUIPMENT

Return Repair ☒ Transfer

Loan, return by: _____

[illegible]

c266_601 frp


4/09/09 ✓

11/6/2009

CHP 266 (Rev. 6-01) OPI 076

Return Repair ☒ Transfer

Loan, return by:

FROM: (COMMAND NAME) CC		LOCATION CODE 514	PREPARED BY Sandra Hill	DATE 11/6/2009
TO: (COMMAND NAME) Information Management Division		LOCATION CODE 041	NUMBER OF BOXES/PIECES IN THIS SHIPMENT	
SHIPPED VIA <input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify)			DRIVER SIGNATURE 	

[illegible]

c266 601 frp

[Submit Query](#)

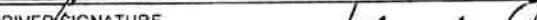
<http://10.240.2.200:9000/Nav.asp>

11/6/2009

CHP 266 (Rev. 6-01) OPI 076

Return Repair ☒ Transfer

Loan return by:

FROM: (COMMAND NAME) .CC		LOCATION CODE 514	PREPARED BY Sandra Hill	DATE 11/6/2009
TO: (COMMAND NAME) Information Management Division		LOCATION CODE 041	NUMBER OF BOXES/PIECES IN THIS SHIPMENT	
SHIPPED VIA <input checked="" type="checkbox"/> SSU truck Other (specify):			DRIVER SIGNATURE 	

[illegible]

c266 601 frp

Submit Query

<http://10.240.2.200:9000/Nav.asp>

11/6/2009

CREDIT MEMO - EQUIPMENT

Loan, return by: _____

[illegible]

c266_601 frp

OW ✓
4/09/09

CHP 266 (Rev. 6-01) OPI 076

Return Repair ☒ Transfer

Loan, return by: _____

[illegible]

Destroy Previous Editions

c265 601 frp

Submit Query

c266_601 frp
DWA
11/09/09 ✓
11/10/09

11/6/2009

CHP 266 (Rev. 6-01) OPI 076

☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by _____c266 601.frg



c266 601.frp
11/30/09

11/13/2009

CHP 266 (Rev. 6-01) OPI 076

Return Repair ☒ Transfer

Loan, return by:

FROM: (COMMAND NAME) CC	LOCATION CODE 514	PREPARED BY Sandra Hill	DATE 11/6/2009
TO: (COMMAND NAME) Information Management Division	LOCATION CODE 041	NUMBER OF BOXES/PIECES IN THIS SHIPMENT	
SHIPPED VIA <input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER SIGNATURE  	

[illegible]

c266_601.frp

Submit Query


<http://10.240.2.200:9000/Nav.asp>

11/6/2009

CHP 265 (Rev. 6-01) OPI 076

**INSTRUCTIONS TO COMPLETE
AND DISTRIBUTE ON REVERSE**

☐ Loan, return by: _____

FROM: (COMMAND NAME) LACC	LOCATION CODE 514	PREPARED BY Dee Armstrong	DATE 11/10/2009
TO: (COMMAND NAME) ITS Warehouse - Asset Management	LOCATION CODE 041NW	NUMBER OF BOXES/PIECES IN THIS SHIPMENT	
SHIPPED VIA <input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER SIGNATURE 	

[illegible]

Submit Query

c266 601 16

11/30/09

11/10/2009

CHP 266 (Rev. 6-01) OPI 076

**INSTRUCTIONS TO COMPLETE
AND DISTRIBUTE ON REVERSE**

Loan, return by:

c265_601 frp

Submit Query

<http://10.240.2.200:9000/Nav.asp>

11/30/09
11/10/2009

M e m o r a n d u m

Date: April 22, 1997

To: Telecommunications Section

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Los Angeles Communications Center

File No.: 514.4906.A4470

Subject: PHYSICAL INVENTORY OF TELECOMMUNICATIONS EQUIPMENT

The Los Angeles Communications Center has completed a complete physical inventory of all Telecommunications equipment assigned to this Area. The following is a listing of those items which the Area is unable to locate and/or which have been removed or destroyed.

R 972 Handie Talkie Repeater Extender
R 1538 Handie Talkie Repeater Extender
R 2142 Handie Talkie Repeater Extender

We are unable to locate these extenders. The Metro Freeway Service Patrol assigned officers have accounted for the other two extenders which were apparently sent on the same CHP 266 dated March 26, 1992, although the Area does not have a copy of that document. All of the CHP radio extenders previously used by FSP and in our possession have been replaced with the new series extender and will be forwarded with appropriate documentation to Supply Services in the near future.

R37840 Ansafone Telephone

We are unable to locate this telephone answering device. All of our telephone equipment was replaced approximately two and one-half years ago. At that time all of the telephones and associated equipment were removed from the Center by the telephone vendor at the direction of Telecommunications Section. We assume this item was included in that removal.

Telecommunications Section

Page 2

April 22, 1997

R39357 , Mobile Receiver
R39829 Mobile Receiver

We are unable to locate these mobile receivers. No patrol vehicles are assigned to this Area. If mobile receiver(s) were ever sent to LACC, we have no knowledge of their present whereabouts or of their intended use.

R41724 Mobil Radio

We are unable to locate this mobil radio.

R51577 Fixed Receiver

We do not even know where to look for this equipment. We assume that all fixed receivers are mounted in racks in the penthouse and this R# is not among them.

R52237 Fujitsu Cellular telephone

The present LACC Commander has a vehicle mounted cellular telephone, however, we are unable to confirm if this is that equipment. There are no visible numbers on the unit and it does not have an "R" number. We assume this is the telephone.

R55171 Charger/Power Supply, Portable
R55197 TDD machine
R55199 Communications Console
R55200 Fixed Station
R55205 Tape Recorder
R55243 Handie Talkie Repeater
R56255 Handie Talkie Repeater
R56256 Handie Talkie Repeater
R56257 Handie Talkie Repeater

All of the above equipment was placed on LACC's inventory list during the CHP-State Police merger. Subsequent to that date, Southern Division Investigative Services Unit assumed possession of all of the Handie Talkies and the charger(s) for them. Those items were forwarded to them as per instructions received from Southern Division.

Also at that time, LACC was directed by Assistant Chief LaFond through the SSP Task Force to send the Communications console to Orange County Communications Center.

Telecommunications Section

Page 3

April 22, 1997

As we did not ever have custody of the equipment which was then physically located at the Long Beach State Police building, we assumed that Southern Division prepared any necessary paperwork. We were unaware the item was placed on LACC's inventory.

When LACC determined that most of the ex-State Police equipment was surplus, we provided Supply Services with a listing of all excess equipment LACC wished to have removed from the Center. Upon receipt of that listing, we were directed by John Valenzuela to turn over the equipment to Electronics and Computer Supply City for salvage. Among the items which were included were the TDD machine and tape recorder(s). (See attachment 1) We have no knowledge of the Fixed station.

R56663 Vehicle with CA lic/2KUA526

LACC does not now, nor never has had, any vehicles assigned to the Area. All of our vehicles have always been assigned to Southern Division. We have checked with them and believe this vehicle is one which is assigned to Area 501 and which should have a license number of 2KMA526. We are unable to confirm that information. (See attachment 2)

LACC has made a diligent effort to inventory all of the Telecommunications equipment presently noted as assigned to this Area. Although we have been unable to locate the above referenced items, we have not discounted the possibility that some of them may be in the custody of LACC assigned personnel. We are requesting that Telecommunications Section, if possible, provide us with additional documentation (e.g. more complete description of items, purpose for which acquired, etc.) so that we may be able to provide more accurate information on their present whereabouts. If this does not produce proper ID/location of the items, we would welcome your staff's assistance in the search.


STAN HANNAHS, Captain
Commander

Attachment(s)